



## TENDER NOTICE FOR PROVISION OF SECURITY GUARD SERVICES

Punjab Population Innovation Fund (PPIF), a not for profit company invites/requests sealed bids/proposals for the provision of security guard services from security agencies. Provision of security guard services is required for office of PPIF.

The security agencies can obtain tender document, containing all details of required security guard services, eligibility criteria and terms & conditions, from PPIF website (<http://ppif.org.pk/downloads>) and PPRA website ([www.ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk)).

- The sealed bids (marked bid title on envelope) along with CDR must be delivered to **CEO, PPIF, House No. 125 Abu-Bakar Block, New Garden Town, Lahore** till 2nd June, 2017 before 3:00 PM and will be publically opened on same day i.e. on 2nd June, 2017 at 3:30 PM in the conference room PPIF Lahore Office, in the presence of the interested bidders or their representatives who may wish to attend.
- PPIF will not be responsible for any cost or expenses incurred by bidders in connection with preparation or delivery of bids.
- For further clarification, please contact Manager Procurement on the address and contact detail provided below.
- The competent authority may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The procuring agency shall upon request communicate to any bidder, the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds.

Manager Procurement  
**Punjab Population Innovation Fund**  
125 Abu Bakar Block, New Garden Town, Lahore-Pakistan  
042-35913415 | [www.ppif.org.pk](http://www.ppif.org.pk)

# **PUNJAB POPULATION INNOVATION FUND**

## **Tender Document**

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“Provision of Security Guard Services”

May, 2017



**Submission Date for Sealed Bids: 2nd June, 2017 (3:00 PM)**

House # 125, Abu Baker Block, New Garden Town, Lahore Pakistan.

042-35913415

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## **1- Invitation to bids**

PUNJAB POPULATION INNOVATION FUND (PPIF) is a section 42, not-for-profit Company set up under the Companies Ordinance 1984 by the Government of the Punjab. Sealed bids/proposals will be invited from security agencies/companies (hereafter called as bidders) fulfilling the criteria provided under the heading “Condition for eligibility”, for providing security guard services. PPIF requires security guard services for its office. All interested and eligible bidders are requested to go through complete document and provide the required information and documents mentioned in this document.

Technical and financially qualified bidder will be offered a contract of one year which will be extended annually, based on performance for another term or terms. Extension of contract will be on same cost and same terms & conditions if mutually agreed by both parties (bidder and PPIF).

## **2- Instruction to bidders**

The selection of security agency/company will base on Quality and Cost Based Selection method. PPIF will adopt single stage two envelopes bidding procedure as laid down in Punjab Procurement Regulatory Authority (PPRA) Rule # 38-2 (a).

The bid shall be a single package consisting of two separate envelopes, containing separately the financial and the technical proposals. The envelopes shall be marked as “Financial Proposal” and “Technical Proposal”. In the first instance, the “Technical Proposal” shall be opened and the envelope marked as “Financial Proposal” shall be retained unopened in the custody of the PPIF. The PPIF shall evaluate the technical proposal in the manner prescribed in the section - 7 given in the document, without reference to the price and shall reject any proposal which does not conform to the specified requirements. During the technical evaluation no amendments in the technical proposal shall be permitted. After the evaluation and approval of the technical proposals, the PPIF shall open the financial proposals of the technically accepted bids, publically at a time, date and venue announced and communicated to the bidders in advance, within the bid validity period. The financial bids found technically nonresponsive shall be returned un-opened to the respective bidders. The technical and financial proposal will be evaluated on the basis of PPIF evaluation criteria as provided in section 7 and 8 of the document.

This document has different sections carrying information of eligibility, technical and financial evaluation and terms of references to assist potential firms to develop their technical and financial proposals. Bidders those will get minimum 65 marks in technical evaluation will be short-listed for financial bid opening.

Bidder has to provide the preliminary data in technical proposal such as firm’s profile with specific experience of providing security guard services and submit annual financial audit reports, registrations or memberships, NTN certificate, tax return etc.

## **3- Conditions for eligibility**

The successful bidder, fulfilling the following criteria, will be considered as eligible bidder for the bidding process of providing security guard services;

- a) Certificate of Registration / Incorporation (Copy required)
- b) Certificate of membership from all Pakistan Security Agencies Association (Copy required)
- c) Certificate from Securities and Exchange Commission of Pakistan (Copy required)
- d) NOC from Ministry of Interior and Home department (Copy required)
- e) Proof of registration as private security agency with Home Department (Copy required)
- f) Affidavit on stamp paper, declaring that the company is not black listed by any Govt. agency / authority (Original required)
- g) Minimum 05 years' experience of providing security guard services to at least 5 major companies in at least 5 major cities of the province. Documentary proof (copies of contract or work order or contact details of clients) should be furnished.
- h) GST and Income Tax registration (Copy required)
- i) Regular tax payer (copies of tax returns of last three years required)

Kindly fill the annexure – B for above mentioned criteria and also fill the following necessary annexures required for the above qualification criteria and attach the supporting documentary evidences as mentioned in each annexure;

Annex – A:	Organization Information
Annex – B:	Eligibility Response Checklist
Annex – C:	Relevant Experience
Annex – D:	Technical Evaluation Form
Annex – E:	Key Management Staff of Firm
Annex – F:	Financial Evaluation/Costing Form

And also sign the declaration form at the end of document and attach with your other documents.

#### **4- Scope of job**

- a) Successful company will provide 24 hours uninterrupted security guard services to office of PPIF.
- b) Security supervisor will perform his duty from 9:00AM to 5:00PM only while security guards will perform their 8 hours shift in uninterrupted and continuous way.
- c) Duty hours will be 8 hours / shift for both security guards and security supervisor. Bidders do not offer or quote for 12 hours shift.

#### **5- Terms of Reference for Security Agency/Company**

To provide 24 hours uninterrupted security guard services, the security agency/company will:

##### **a- Security Guards and Security Supervisors**

- a) The security companies shall have office in Lahore.
- b) Prices quoted shall remain valid for a period of 120 days from the closing date of proposal.

- c) Rates quoted should be in Pak. Rs. inclusive of all applicable taxes.
- d) Service provider will be bound to provide the security service within 7 days after issuance of work order.
- e) Security services are based on 7 working days a week and 24 hours a day, and in case of absence or leave of any guard, the company would be bound to provide immediate replacement.
- f) The deployment of security guards and staff recruited by the security company shall be subject to the relevant provisions of the Punjab Private Security Companies Rules 2003 and clearance from concerned Special Branch of Police or any other agency through Secretary to the Government of Punjab, Home Department Lahore.
- g) The employees of the security company should be protected by group life insurance.
- h) A security guard shall not be assigned guarding duty unless he has been imparted formal security training and a certificate to this effect has been issued by the Training Institutes. Provided that ex-servicemen of the armed forces shall be got trained within three months of their employment.
- i) Security guard and security supervisor those will be deployed at PPIF office, should have;
  - i. Height not less than 5 feet and 2 inches.
  - ii. Age within 18 to 55 years
  - iii. Eye sight: 6/6 with or without glasses, not colour blind
  - iv. No mental or physical disability.
- j) Service provider is to provide background checks/verifications of the deployed employees by prescribed Government agency.
- k) The Security guards shall display identification cards preferably computerized, with security features containing the name of the Company, license number allotted to the Company by the Licensing Authority, name, National Identity Card number and Photograph of the cardholder, issued by the Company.
- l) Service provider needs to have adequate resources to provide back up at any time in case of any emergency.
- m) Guards provided should be Ex-Servicemen and shall have at least middle standard academic qualification.
- n) Service provider will be fully responsible in case of misconduct caused by the security personnel.
- o) PPIF reserves the right to increase or decrease the number of security guards/supervisors as per the requirement during the contract period.

- p) The Guards should be in uniform, armed and details of the weapons should be provided to PPIF. All weapons should have valid arms licenses.
- q) The duty of an individual guard should not be more than 8 hours per day and must be given on day off in a week. At any given time, one guard per location should be present.
- r) Income tax and 1/5<sup>th</sup> of GST (if applicable) will be deducted in accordance with the provisions of Government Rules amended time to time.
- s) In case of any dispute regarding quantity, quality and specification, the decision of the PPIF shall be final & binding.
- q) Successful firm will be offered a contract of one year which will be extended annually, based on performance. Extension of contract will be on same cost and same terms & conditions if mutually agreed by both parties (bidder and PPIF).
- r) The payment for the provision of security guard services will be made at the end of each month as per PPIF rules.
- s) In addition to the above, the security company should keep the applicability of the prevalent Labour Laws in matters pertaining to the employment of the security guards regarding minimum wages, terms and conditions of the employment, working conditions, termination, etc.

### **b. Training of Security Guard and Security Supervisor**

The successful firm shall arrange training of at least two weeks for civilians and one week for ex-army personnel employed by it as security guards, in the institutions recognized by the Government of Punjab. The security guards shall be imparted training i.e., basics of security duties, use of weapons and self-defence, etc.

### **c. Weapons**

- a) Every weapon should be licensed in the name of the security company and no guard should be allowed to carry the weapon licensed in his name while on duty.
- b) A register shall be maintained at PPIF office indicating the handing over and taking over of the weapon when a new guard starts duty at the same place. This register shall be the property of the security company to be issued by the officer not less than the rank of security manager of the company. The register shall be stamped and authenticated by the company and the pages shall be numbered.
- c) An attested copy of the license of the arms and the authority letter to possess the arms by a particular employee of the company shall accompany the arms.

## 6- Guidelines

- a) Only short-listed applicants fulfilling the eligibility criteria will be considered for technical and financial proposals. The financial proposal of technically qualified bidder will be opened for further evaluation.
- b) All documents and information received by PPIF from applicants will be treated in strictest confidence.
- c) Documents submitted to PPIF will not be returned.
- d) All expenses related to participation in this tender document shall be borne by the applicants.
- e) Documents shall be submitted in hard copies in a sealed envelope marked as “TECHNICAL PROPOSAL” and “FINANCIAL PROPOSAL” for ‘Provision of Security Guard Services’. The envelope containing hard copies of technical proposal and financial proposal shall be received on the postal address given below.
- f) The closing date and time for receipt of technical proposal and financial proposal is 2nd June, 2017 (3:00 PM) and will be publically opened on same day i.e. 2nd June, 2017 at 3:30 PM in the conference room PPIF Lahore Office, in the presence of the interested bidders or their representatives who may wish to attend.
- g) Technical and financial proposals received thereafter will not be accepted.
- h) PPIF reserves the right to request submission of additional information from applicants in order to clarify/further understand aspects of technical proposal, if required.
- i) PPIF reserves the right to verify any information provided by the applicants.
- j) Questions about this technical proposal can be made only in writing: a letter or an e-mail and must be asked by or before COB 25<sup>th</sup> May, 2017. For any other related information please contact the undersigned.

### Postal Address

Manager Procurement  
PUNJAB POPULATION INNOVATION FUND  
125, Abu Bakar Block, New Garden Town, Lahore  
042-35913415

## 7- Technical Proposal evaluation criteria

This tender document is governed by the procedure approved by PPIF management. The technical proposal of eligible organisations will be evaluated using the scoring guide attached as annexure – D. Score will be awarded on the base of following details;

### a) Relevant experience of security guard services

In this section of annexure – D, bidder has to prove the experience of security guard services. Fill the section of form and attached the required copies of work orders or contract which prove mentioned experience. As per eligibility criteria, minimum 5 years of experience is required with minimum 5 companies in at least 5 cities of the province. Failing to provide, will not considered as eligible.



### **b) Financial capability**

In this chapter bidders should attached the signed financial audit report of the last year. The financial audit report should be prepared by an ICAP/SBP registered audited firm.

### **c) Company**

In this chapter, bidders should mention the following information;

- i. Number and addresses of branch offices in all provinces of Pakistan including AJK
- ii. Number addresses of branch offices in all cities of Pakistan including AJK
- iii. Details of valid security licenses from all provincial, federal and AJK governments.
- iv. Details of valid wireless licence issued by PTA
- v. Names of banks to whom company is providing security guard services

### **d) Security Staff (Guards)**

In this chapter bidders should provide the details including number of security guards working currently.

### **e) Quality Management**

In this chapter, please provide details of;

- i. Availability of Ratio of ex-service man vs civilian trained guards
- ii. Packages being offered by the Agency for the welfare of their Security Guards from their own funds. Group Life Insurance is mandatory as Punjab Private Security Company Ordinance/Regulations
- iii. Percentage of Training Certificate held currently with the Agency from Elite Training Force & APSA

## **8- Financial Proposal**

The financial proposal must contain the cost separately. Bid price should be followed by minimum wage under labour laws of Pakistan.

Please refer to the data sheet titled “Financial Proposal/Costing Sheet”, attached as annexure – F.

- i. The given financial proposal forms should be used for submitting cost estimates.
- ii. Applicable taxes should be included separately.

## **9- Financial Evaluation**

The financial proposals of only those technically responsive bidders who will obtain minimum sixty five percent marks will be opened. A combined evaluation of the technical and financial proposals will be carried out by weighting and adding the quality and the cost scores. The weight for quality is eighty percent with twenty percent given to cost and the firm obtaining the highest combined score

will be invited for negotiations. Cumulative cost of all three floors required in financial proposal will be taken for evaluation.

## 10- Type of Contract

The type of contract will be based on unit bid price of security guard and security supervisor/month cost basis that includes but not limited to terms of references. Initially, PPIF will offer a contract of one year to the successful bidder which may be extended for further term/terms if mutually agreed by both parties (bidders and PPIF). Extension of contract will be on same cost and TORs under Punjab Procurement Regulatory Authority rules 2014.

## 11- Declaration

Kindly provide the declaration as per format provided below at the end of proposal.

I, \_\_\_\_\_ hereby declare that:

- all the information provided in the technical proposal is correct in all manners and respects
- and I am duly authorised by the Governing body/Board/Management to submit this proposal on behalf of "[Click here and type the name of organization]"

Name	
Designation	
Signature	
Date and Place	

## 12- Submission of Bids (Technical and Financial Proposal)

Complete bid containing technical and financial proposal along with CDR; all required information and documentary evidences may be submitted before 3:00 PM on 2nd June, 2017. Technical proposals will be publically opened on the same day i.e. 2nd June, 2017 at 3:30 PM in the presence of bidder's representatives who wish to attend it. CDRs of disqualified bidders will be returned after award of contract.

### Call Deposit Receipt (CDR)

CDR of five percent (5%) for the value of the one year quoted total price of one security guard and one supervisor, in the form of pay order or demand draft favouring PUNJAB POPULATION INNOVATION FUND. The CDR should be valid for a period not less than 12 months and enclosed in financial bid. CDR must be enclosed in financial proposal.

**Cover Letter for the Submission of Technical Proposal and Financial Proposal**

[Firm letterhead]

[Date]

To

Chief Executive Officer

[Address mentioned in Data Sheet]

**Re:** Technical Proposal and Financial Proposal in respect of [Insert title of assignment]

Dear Sir,

We offer to provide the Services for [Insert title of assignment] in accordance with your Tender for Proposal dated [Insert Date of Tender advertised]. We hereby submit our technical Proposal and financial proposals including the required documents in a sealed envelope.

We hereby declare that all the information and statements made in these proposals are true and accept that any misinterpretation contained therein may lead to our disqualification. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations. We undertake that we will initiate the services as per the client's request if our proposal is accepted. We understand that you are not bound to accept any or all proposals you receive.

Thank you.

Yours sincerely,

Signature

Name and title of signatory:

**Important Note:** The competent authority may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. PPIF shall upon request communicate to any bidder, the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds. The bids should be submitted in sealed envelope clearly mentioned “**BID (TECHNICAL & FINANCIAL PROPOSALS) FOR PROVISION OF SECURITY GUARD SERVICES**”

**Annexures**

**Annex – A**

<b>Organization Information</b>			
<b>S #</b>	<b>Required Information</b>	<b>Response</b>	
1	Legal name of the organization		
2	Year of Registration / Establishment of the Organisation		
3	National Tax Number		
	General / Punjab Sales Tax Number		
5	What is the legal status of your organisation? Tick the relevant box (one box only). (Attach Copy/Copies of Registration Certificate/s)	Public Sector Organisation	
		Section 42 Company	
		Public Ltd. Company	
		Private Ltd. Company	
		Private Partnership Firm	
		Others (Please specify)	
6	Name and designation of 'Head of Organization'		
7	Mobile:		
	Phone/s:		
	Email:		
	Fax:		
	Address of organization:		
	Website address:		
8	Name and designation of 'Contact Person':		
	Phone/s:		
	Mobile:		
	Email:		
	Fax:		

Eligibility Response Checklist			
Sr. No.	Necessary Eligibility Information	Response/Elaboration	
1	Certificate of Registration / Incorporation (Copy required)		Copies Attached
			Copies Not Attached
			Not applicable. Public sector organisation
2	Regular tax payer Attach copies of tax returns of last three years		Copies Attached
			Copies Not Attached
			Not applicable. Public sector organisation
3	Mention National Tax Number (NTN) or General / Punjab Tax Number (GST) in the name of Organization and provide a copy of registration	National Tax Number (NTN)	
		General / Punjab Sales Tax Number (GST)	
4	Certificate of membership from all Pakistan Security Agencies Association (Copy required)		Copies Attached
			Copies Not Attached
5	Certificate from Securities and Exchange Commission of Pakistan (Copy required)		Copies Attached
			Copies Not Attached
6	Has your firm ever blacklisted by any government authority or any bi-lateral/multi-lateral financial institution?  (MUST attach an undertaking by your firm's authorised person with this document)		We solemnly declare that our organization or any member of consortium has never been suspended/debarred or blacklisted.
			Our organization has been blacklisted once or more than once.
	NOC from Ministry of Interior and Home department (Copy required)		Copies Attached
			Copies Not Attached
	Proof of registration as private security agency with Home Department (Copy		Copies Attached

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	required)		Copies Not Attached
	Minimum 05 years' experience of providing security guard services to at least 5 major companies in at least 5 major cities of the province. Documentary proof (copies of contract or work order or contact details of clients) should be furnished.		Copies Attached
			Copies Not Attached

<b>Relevant Experience</b>		
<b>Sr. #</b>	<b>Required Information</b>	<b>Response</b> <b>(Please provide exact information with organization name, location/s and duration)</b>  Provide data in sequence given below
1	Name of Organizations with addresses (City)	i.
		ii.
		iii.
		iv.
		v.
2	Start and end dates of providing security guard services (For example – Jan 2005 to September 2013)	i.
		ii.
		iii.
		iv.
		v.
3	Number of security guards provided	i.
		ii.
		iii.
		iv.
		v.

<b>Technical Evaluation Criteria</b>				
<b>S. No.</b>	<b>Descriptions</b>	<b>Total Points</b>	<b>Categorized Points</b>	<b>Remarks (Attachment of relevant evidence in each case is mandatory. In case of non-compliance no mark will be awarded)</b>
	<b>Experience</b>	<b>15</b>		
	5 years' experience of providing security guard services.		5	Documentary proof (copies of contract or work order or contact details of clients) should be furnished.
	Less than 5 years' experience of providing security guard services.		0	
	Providing security guard services to at least 5 major companies		5	
	Providing security guard services to less than 5 major companies		0	
	Providing security guard services in at least 5 major cities of the province.		5	
	Providing security guard services in less than 5 major cities of the province.		0	
	<b>Financial Capability</b>	<b>15</b>		
	Annual turnover of security company should be greater than 150 million		15	Copy of last financial audit report done by ICAP/SBP registered auditing firm
	If less than 100 million but greater than 80 million		10	
	If less than 100 million but greater than 80 million		7	
	If less than 80 million but greater than 60 million		5	
	If less than 50 million		1	
	<b>Company</b>			
<b>1</b>	Offices in all Provinces including Capital territory and AJ&K. If fulfils the complete description	<b>10</b>		Company profile showing the complete list of offices with addresses and contact details. Or complete list of offices with addresses and contact details, on company letter head with sign and stamp by authorities
	If only in four Provinces		7	
	If only in three Provinces		3	
	If less than Three		0	



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<b>4</b>	Number of Cities where agency offices are held 20 and above	<b>10</b>		Company profile showing the complete list of offices with addresses and contact details. Or complete list of offices with addresses and contact details, on company letter head with sign and stamp by authorities
	15 and above		7	
	10 and above		3	
	Less than 10		0	
<b>7</b>	Availability of security company license from Authorities of all Provinces including Capital territory and AJ&K (License from Punjab Govt. is mandatory). If fulfils the complete description	<b>5</b>		Copies of license authorization certificates
	If only in four province		3	
	If only in three Provinces		1	
	If less than three Provinces		0	
<b>9</b>	Holding of Valid Wireless Licenses	<b>5</b>		Copy of valid wireless license certificate by PTA
<b>3</b>	Banks on Cliental List If 10 and above	<b>10</b>		Company profile showing the complete list of banks with addresses. Or complete list of banks with addresses, on company letter head with sign and stamp by authorities
	If 7 and above		7	
	If 3 and above		3	
	If less than three		0	
	<b>Security staff (Guards)</b>			
<b>8</b>	Total number of Guards held with the company in total. Above 3000	<b>5</b>		Company profile showing the security guards with their category of ex-arm/civilian. Or detail of security guards with their category of ex-arm/civilian on company letter head with sign and stamp by authorities
	Above 2000		3	
	Above 1500		1	
	Up to 1000		0	
	<b>Quality Management</b>			
<b>2</b>	Availability of Ratio of ex-service man vs civilian trained guards If 80:20	<b>10</b>		Company profile showing the ratio of ex-service man vs civilian trained guards. Or detail of ratio of ex-service man on company letter head with sign and stamp by authorities
	If 60:40		7	
	If 50:50		3	
	If 40:60		0	

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<b>6</b>	Packages being offered by the Agency for the welfare of their Security Guards from their own funds. If three packages	<b>5</b>		Share the list of offered packages in company profile or on signed company letter head, Group Life Insurance is mandatory as per Punjab Private Security Companies Ordinance/Regulation. Zero mark will be awarded if Group Life Insurance is not provided.
	If two packages		3	
	If one package		1	
	No package or Group Life Insurance is not provided in above categories		0	
<b>5</b>	Percentage of Training Certificate held currently with the Agency from Elite Training Force & APSA	<b>10</b>		If up to 60
			7	If up to 40
			3	If up to 30
			0	If less than 20
<b>Total Points Awarded</b>				

<b>Key Management Staff of Company</b>				
<b>Sr #</b>	<b>Name of Management Staff</b>	<b>Designation</b>	<b>Area of Expertise</b>	<b>Number of years in company</b>

May like to add more columns

<b>Financial Proposal/Cost Estimates</b>			
<b>Provision of Security Guard Services</b>			
<b>Description of Services</b>		<b>Unit cost of each Person/month for the shift of 8 hours</b>	
1	Security Supervisor		
1.1	Applicable taxes inclusive of GST		
1.2			
<b>1.3</b>	<b>Total Bid price of Security Supervisor inclusive of all taxes</b>		
2	Security Guard		
2.1	Applicable taxes inclusive of GST		
2.2			
<b>2.3</b>	<b>Total Bid price of Security Guard inclusive of all taxes</b>		
<b>3</b>	<b>Grand Total Bid Price inclusive of all taxes (1.3 + 2.3)</b>		

**Note:**

Cumulative Bid Price will be taken as sum of “Grand Total Bid Price”. Bid price should be followed by minimum wage under labour laws of Pakistan.